App. F. IX-4

1927-8

File No. 3-27

Previous References (Gen)

Serial Nos. 1

Later References

P-8

General and Revenue Secretariat.

Serial Nos. one

Part B for July 1927

SUBJECT

Replies to Letters.

Acknowledgement to the receipt of petitions received in G.R.S.

To the Secretaries to Govt
The Hot of Depts
The Dcs of Dists

pr. G 146-204 dt. 6/7/27

Addresses Collectors & Directors &c.

Yes

THE MYSORE LEGISLATIVE COUNCIL.
MR. D.V.GUNDAPPA.
Question No. 35

Will the Government be pleased to state -

(1) Whether it is customary for the General and Revenue Secretariat to acknowledge the receipt of petitions and other communications sent by members of the public;

(ii) Whether there is any time-limit fixed for such acknowledgment;

(iii) Whether there is any rule requiring all Public Offices in the Districts and Taluks as well to acknowledge letters and petitions received similarly; and if so,

(iv) What the number of communications received and of acknowledgments sent by the General and Revenue Secretariat and by the eight District Offices during the year ending with May 1927 is (or during the latest period of twelve months for which figures are available)?

The above Question, which has been admitted by the President, is forwarded with compliments to the Secretary to Govt., for favour of necessary action.

By order,

6th June 1927.

Ex-officio Secretary, Legislative Council.

As for the rules relating to the receipt and disposal of petns, vide pages 17-a, 18 and 19 of the Manual of Standing orders & General Circulars Vol I. Later on in G.O. No. 0 243-310/Gen 12-22-1 dt 11.7.22, revised instructions for the receipt and disposal of the same were issued - Subd with reference.

8/6

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General and Revenue Secretariat. | File No. of 192

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It is not usual to acknowledge the receipt of petitions received in the G. R. S. As soon as a petition is disposed of, or as ~~soon~~ it is forwarded to a subordinate office for disposal an endorsement is usually sent to the parties.

Flag A. Kind attention is invited to the rules regarding petitions. Rule 8 of para 3 of the G.O. (Flag 4) lays down that an endorsement should invariably be issued by the receiving officer as soon as a petition is disposed of. There is no rule that petitions should be acknowledged.

Flag D. Kind attention is also invited to paras 364 to 377, Chap. XII in the Manual of Office procedure of the G. R. S. relating to petitions. Even here there is no direction that the receipt of petitions should be acknowledged.

In the case of communications other than petitions, the rule is different. Kind attention is invited

NOTE—Contn. sheet

GPB—5,000—30-3-27

C 32/10100

App. F. III—2]

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(3.

Serial No.

Flag B.

rule 108 of the Manual of General circulars and Standing Orders. Even here it has not been definitely laid down that Govt. the receipt of Communications should be acknowledged. The rule requires that they should be promptly answered. and that when there is likely to be any delay in the disposal of the letter, an ad interim reply should be sent within a week of the receipt of the letter.

This probably is the rule which the interpellator has in mind in framing his question.

The information wanted by the member in part IV of his question is not readily available, and cannot be gathered without addressing the Secretariat Officer Concerned.

Gen. Secy 11/6

Ch. Secy 14/6

If Hon'ble Minister Kindly Subd. to the Ch. Secy. 13/6

NOTE—Contn. sheet

GPR—5,000—30-3-27

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General and Revenue Secretariat.

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Put up replies as above & send them to L.C. Branch

MEG
15/6.

16/6.

Please perfect & send copies of the replies.

MEG
16/6

Typed copies of the replies sent.

[illegible]
19/6

MEG
19/6.

Please have the copies & replies as revised by Mr Chatterjee sent to the L.C. Br

EOG
19/6

These copies taken & the file returned.

19/6/27 To Gen Br with Compts.

Draft Circular to print up regarding alteration in the rates of 1916 to be sent with copies to the Secretariats for District Officers.

Circular letters have issued.

This is sent to Gen Br for record with the Circulars.

MM
27/7/27

To the Librarian for kindly putting up a copy of the answers given to queries as printed & distributed

D 2/11/27

NOTE.—Contn. sheet

GPB—5,000—30-3-27

(5)

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Bom 3-29-1

Issued
No. S/146-204, dt 6-7-29
To
The Secretaries to Govt
The Heads of Depts
The D. Cs of Districts

Requests them to see that
instructions contained in
the circular No. S/5289-
336/Bom 268-16-S dt
28.10.1926
are strictly carried out

Printed circular is placed in the file

B 11-8-29
14.7.29 Bom

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Only one draft read
MRK 4/7/27 fr 113

Two drafts I

Memorandum.

G 146-204

Gen 3-27-1 6.7.27

Under G.O.No.C.5287-336/G.M.269-16-5 dated the 28th October 1916, all letters addressed to Secretaries to Govt., Heads of Departments and Offices, and Deputy Commissioners of Districts by private persons and firms and societies not under the control of Government should be replied to promptly, unless they are in reply to communications from the departments and call for no further action. If there is likely to be any delay in the disposal of such letters, ad interim replies should invariably be sent within a week of the receipt of such letters to the effect that the questions are receiving attention.

1. Vide Sec. 108 of Manual of Gen. Cir. & Standing Orders

Secretaries to Govt., Heads of Departments and Deputy Commissioners of Districts are requested to see that the instructions contained in the above circular are strictly carried out.

By order,

Chief Secretary to Govt.

To
The Secretaries to Govt.
" Heads of Departments.
" Deputy Commissioners of Dists.

DEWAN'S OFFICE.
Received on
2 JUL. 1927
Reg No 90

(Two drafts for approval)
Draft Sent for appl
4/7/27

Dewan. 1/7

2.7.27

Issue (from G.M. Br.)
ERN.
4/7 4/7 6/7

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. G. 146-204/G. M. 3-27-1 Bangalore, Dated, 6th July 1927.

Replies to letters.

Issues instructions re.——received from private persons, firms and Societies not under the control of Government.

Official Memorandum

Under Government Order No.G.5287-336/G.M.268-16-5, dated the 28th October 1916, all letters addressed to Secretaries to Government, Heads of Departments and Offices, and Deputy Commissioners of Districts by private persons and firms and societies not under the control of Government should be replied to promptly, unless they are in reply to communications from the departments and call for no further action. If there is likely to be any delay in the disposal of such letters, *ad interim* replies should invaribly sent within a week of the receipt of such letters to the effect that the questions are receiving attention.

2. Secretaries to Government, Heads of Departments and Deputy Commissioners of Districts are requested to see that the instructions contained in the above circular are strictly carried out.

By Order,
N. MADHAVA RAO,
Chief Secretary to Government.

To—The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.

Government of His Highness the Maharaja of Mysore.

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Chief Secretary to Government.

To--The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.